![Center for Educational Performance and Information]

Michigan Student Data System (MSDS)
Special Education Child Count Collection (3WiN)

Overview

This document is intended to supplement the MSDS District User Training Manual or MSDS Collection Detail Manual. Please refer to these documents for more detailed information and instructions. Both are available through the MSDS section of the CEPI Web site: www.michigan.gov/cepi

The following points are covered in this overview:
1. Who is responsible for this collection?
2. Which students do we report?
3. When do we report?
4. How are the data submitted?
5. Where do the data go?
6. Who can help me?

1. WHO is responsible for this collection?

The responsibility for the collection depends on how your authorized district user and your intermediate school district (ISD) personnel decide to proceed. We suggest that you follow as much as possible the same protocol for submitting the 3WiN data to MSDS as you did for submitting the December 1 data to the Michigan Compliance Information System (MI-CIS). Here are some possible scenarios.

If last year the people who submitted your December 1 MI-CIS data were:

- The same people who submit your MSDS General Collection Data

    o We recommend they also submit the data for 3WiN

    o Please be sure these people work closely with the special education program personnel to review data for accuracy.

- Different people from those who submit the MSDS General Collection

    o You may choose to have the people who do your General Collection report 3WiN data since they are familiar with the MSDS system; or

    o You may choose to have those that reported the special education data learn the MSDS system and report 3WiN.

    o In either case, both groups must work together to assure data quality.

    o We *strongly* recommend your district have the same people complete UIC resolution for *all* MSDS collections. This will improve consistency in reporting and reduce UIC matching problems.

- ISD Staff
    - You may choose to have district staff enter the data.
    - You and your ISD authorized user may agree to continue this relationship.
        - The ISD must submit a security agreement signed by the lead administrator of each LEA for which the ISD will be completing 3WiN data entry as well as Certification.
        - The ISD may have different people in the data entry and Certifier roles or both roles may be assigned to the same individual.
        - The ISD 3WiN Certifier role only requires one security agreement signed by the ISD lead administrator.

2.   WHICH students do we report?

Report all students actively enrolled in your district on the third Wednesday in November (11/17/2010) who:

- Are between birth and 26 years of age; and
- Have an active or temporary individualized education program (IEP) or special education service plan; and
- Are receiving special education programs or services through your district.

Please be sure to *INCLUDE*:

- Students who have transferred into your district from another Michigan school district or from another state with an active IEP.
- Students who enrolled in your district after the fall legislated count date, who have an IEP and are receiving programs or services.
- Students whose IEPs became active and began receiving programs or services after the fall legislated count date (i.e. were not reported as special education participants in the Fall General Collection).
- Non-public and homeschooled students with special education service plans that receive their special education programming through your district.

Please do *NOT* report:

- Children 3 years old or younger who have an individualized family service plan but do not have an IEP. (Report these students in the December 1 Early On Collection in MI-CIS.)
- Students who exited your district on or before November 17, 2010.
- Students who exited special education on or before November 17, 2010.

- Students who begin receiving special education programs or services after November 17, 2010.

3. *WHEN do we report?*

November 3 through December 13 – submit student data into the MSDS

- During this period, you may add, edit and delete student records through file upload or on-line data entry.

- All records must contain a valid UIC and all UIC Resolution must be completed (Resolution Status must be "Match Found" or "New UIC Generated") by December 13.

- All records must be error free (Validation Status must be "Error Free with No Warnings" or "Error Free with Warnings") by 11:59 p.m. Monday, December 13.

- Please review all records with warnings to be sure the data are correct. Remember a warning does not mean that your data are wrong. It is a reminder to confirm that they are accurate. Please do not change accurate data in order to remove warnings from your records.

- Please review all available staging area reports for accuracy.

- Please review the Special Education Child Count PEPE Report for accuracy.

  o Look closely for students that are also reported by other districts. The primary education providing entity (PEPE) determines which district is considered primary when multiple districts submit the same student ; therefore the PEPE district "gets the count."

  o If multiple districts submit the same student record, none of whom are PEPE, the student is NOT COUNTED unless a PEPE is established by one of the submitting districts or all districts but one deletes the student from their collection.

    ▪ To establish your district as PEPE, your district's MSDS authorized users must submit and certify a record through the Student Record Maintenance Collection to enroll the student.

    ▪ Once the record has been certified, confirm that your district has been set as the PEPE by running the Special Education Child Count PEPE Report again.

    ▪ If your district still does not appear as PEPE, your district's MSDS authorized user may submit a PEPE change request through the Student History screen.

  o Remember this report only reflects student data at the time it is run. Districts may submit or change records within the system that could impact your collection through the certification deadline. Continue to monitor the Special Education Child Count PEPE Report throughout the collection window.

- Complete the Quality Review process with no errors and review all warnings to assure data quality. Make any needed corrections and run Quality Review again.

November 17, 2010 – Count Day!

- Remember all the data submitted must reflect your students' status as of this date, not necessarily the date that the data are submitted or certified.

December 14 through December 22 – ISD review

- District files must have all UIC resolution complete and be error free by 11:59 p.m. Monday, December 13.

- Working with your ISD 3WiN Certifier, you may continue to edit or delete student records but you will no longer be able to add students to your collection beginning at 12:00 a.m., Tuesday, December 14.

- Be sure to monitor your file and the Special Education Child Count PEPE Report through December 22.

- The ISD 3WiN Certifier must complete the certification process for each of their constituent districts by 11:59 p.m. EDT December 22, 2010.

  o **REMEMBER – the ISD is responsible for certifying this collection, *NOT* the district.**

4.   HOW are the data submitted?

The 3WiN collection appears in all MSDS drop-down lists as "Special Education Child Count 2010-2011". If this collection does not appear in the grid on your district's Staging Area page, you will need to add the collection. This can be done by uploading a collection file or by manually selecting the "Add New Collection" button. Please refer to the MSDS District User Training Manual for step-by-step instructions.

Daily users of the MI-CIS student information system:
Continue to enter your data as usual. When you are ready to submit to MSDS, you will follow a procedure very similar to the one you used to submit to the MI-CIS December 1 collection last year. MI-CIS will create a file for you to upload to MSDS.

Users of other local student data systems:
Your vendor (Skyward, Zangle, PowerSchool, etc.) should have updated your system to include a process for creating a file for upload to MSDS. Please contact your vendor for information about how to complete this process.

Districts with small numbers of students to report:
If your district has a small number of students to report, you may wish to directly enter your data into MSDS using online entry.

The MSDS District User's Training Manual, located on the CEPI MSDS Web page under the "Training Tools" section, will show you how to use the system to either upload data or directly enter data. In the same section of that Web page you will also find a video presentation and modular training programs that may be helpful. CEPIs customer support team is also available to help if you get stuck. You can contact them by leaving a voice mail at 517-335-0505, select option 3, or by sending an e-mail to CEPI@michigan.gov.

5.   *WHERE do the data go?*

Data submitted to MSDS through the Special Education Child Count (3WiN) are combined with student data from other applicable MSDS collections to create a file that OSE-EIS uses to complete reporting requirements. Data from that file are also passed to the MI-CIS for data portraits and reports available through that application. The following diagram outlines the data flow.
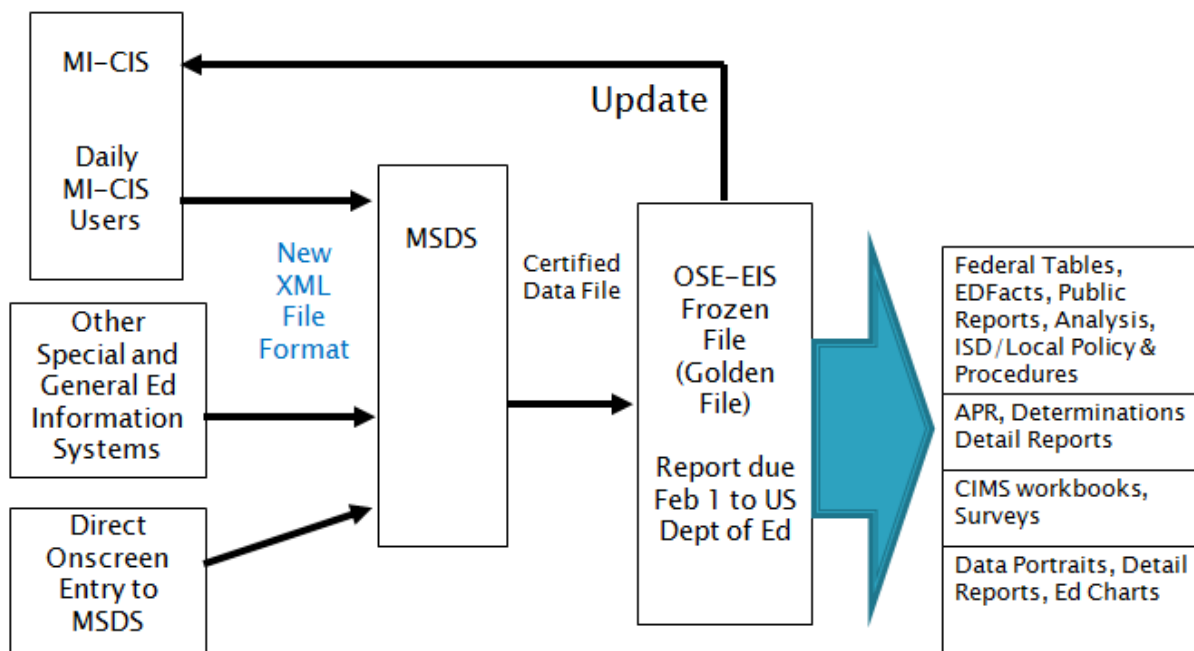
6.   *WHO can help me?*

If you have questions about the Michigan Student Data System or the Educational Entity Master, please contact the CEPI customer support team. They are available during normal office hours (7:30 a.m. – 5:00 p.m. EST). You can contact them by leaving a voice mail at 517-335-0505, select option 3, or by sending an e-mail to CEPI@michigan.gov.

If you have questions about special education services, you may contact the Michigan Department of Education Office of Special Education and Early Intervention Services (OSE-EIS) by calling 517-373-0923.